

A Review of GAP Access

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Purpose of GAP Access

- ISAC Gift Assistance Programs Access – or GAP Access -- is the online portal through which most ISAC programs are administered
- The system allows administrative functions system as:
 - Data inquiries
 - Data submissions
 - Eligibility announcements
 - Payment request processing
 - Reporting
 - Program Reconciliation
- Due to the confidential nature of the student-specific data in GAP Access, a secure authentication process is required before access can be granted.

Getting Access to GAP Access

- ISAC relies on a Primary Administrator (contact person) at each institution to authorize users
 - The Primary Administrator is responsible for monitoring passwords and providing staff access
- The initial request for institutional access should be made by the Financial Aid Director or High School Principal
 - After completing the registration information, ISAC's School Services Department verifies the registration and sends confirmation emails to activate the account
 - Once a Primary Administrator account has been activated, other staff members may be given access
 - The Primary Administrator initially determines who needs access and may set up additional administrators

GAP Access Security

- All users need a valid GAP Access ID and password
 - Utilizes Two-Factor Authentication, a security measure that requires both a password and a single-use verification code
 - It is required every time an external user logs in to the GAP Access portal
 - One entry point is used to gain access to all programs to which a user has been granted access by their school's administrator
- As additional ISAC programs and functionalities are added to GAP Access, a school administrator must access the User Maintenance area and update the program access and level for each user
- A GAP Access User Guide provides step-by-step instructions for activating accounts for administrators and users of GAP Access

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ISAC Gift Assistance Programs (GAP) Access

[Assigning an Administrator](#)[GAP Access User Guides](#)[GAP Access Login](#)[Functionality Available via GAP Access](#)

ISAC Gift Assistance Programs Access (or GAP Access) is the portal through which online interactions for the purpose of data inquiries and submissions, eligibility announcements and payment requests for ISAC-administered programs are conducted. Due to the confidential nature of the student-specific data involved, a secure authentication process is required before access can be granted.

Assigning an Administrator

All users, not just those who work in the financial aid office, need a valid GAP Access ID and password (for example, users who need access to the FTP site). The links to the GAP Access User Guides below provide step-by-step instructions for activating accounts for administrators and users of the GAP Access portal. ISAC will rely on an administrator (contact person) at each institution to authorize users. The GAP Access Administrator will ultimately be responsible for monitoring

[GAP Access Login](#)[Activating Your GAP Access Primary Administrator Account](#)[Activating Other GAP Access Administrators](#)[Activating GAP Access User Accounts](#)[GAP Access 2-Factor Authentication User Guide](#)

GAP Access User Guides

User Guides for all GAP Access functionality are below. General questions, user name and password maintenance, and technical information about GAP Access are answered in the Activating and Authentication User Guides.

- [Activating GAP Access User Accounts](#)
- [Activating Other GAP Access Administrators](#)
- [Activating Your GAP Access Primary Administrator Account](#)
- [AIM HIGH Data Collection](#)
- [Budget Reporting Process User Guide](#)
- [ECACE Scholarship Program User Guide](#)
- [Enrollment Status Verification for the Teacher Programs User Guide](#)
- [FAFSA Completion Initiative – Access and Agreement User Guide](#)
- [GAP Access Two-Factor Authentication User Guide](#)
- [GAP Access User Verification](#)
- [Golden Apple Scholarship User Guide](#)
- [ING Grant User Guide](#)
- [IVG Program User Guide](#)
- [MAP Advising Data Collection User Guide](#)
- [MAP Eligibility User Guide](#)
- [MAP Payment User Guide](#)
- [MIA/POW Scholarship Program User Guide](#)
- [MTI User Guide](#)
- [SETTW Certification Process User Guide](#)
- [SSP File Upload Guide](#)
- [SSP GAP Access User Guide](#)

If you have a question about information that is not addressed in the Guides, contact a [School Services Representative](#).

User Login

Login

User ID

Password

Login

[Forgot Password?](#) [Forgot User ID?](#)

[Click here to register](#)



Select type of user

- School Administrator
- School User

Continue

User Login

Administrator Registration

*Indicates required field

[Previous Step](#)

* School Ed Id

* Last Name

* First Name

Middle Initial

* E-mail

* Confirm E-mail

* User ID

* Password

Confirm

isacportal.isac.org



User Login

Login

User ID

Password

Login

[Forgot Password?](#) [Forgot User ID?](#)

[Click here to register](#)

COMPUTER SYSTEM USAGE WARNING

This is an Illinois Student Assistance Commission (State of Illinois) computer system, which may be accessed and used only for official business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, constitutes consent to these terms.

[Administration](#) [School](#) [Programs](#)

User Login: Success

Welcome, Kimberly Eck

Last Login: 2022-12-20 08:49:00

- MAP
- ING
- IVG
- MTI
- GA
- FAFSA Initiative
- FAFSA Student Record Upload
- SETTW
- ECACE

[Contact ISAC](#)

[FAAs](#)

[MAP Program](#)

[MTI Program](#)

[ING Program](#)

[IVG Program](#)

Common Features for all GAP Access Programs –Sort , Filter, Columns

- The Sort feature allows a school to designate the order in which the records will appear on your student list
 - Once you select your items you will click on list to see your results– Here are a few selections for choice
 - First and Last Name
 - Application Date
 - Certified Date
 - School Code
- The Filter feature allows you to designate the records you want to see on your list
 - Once you select your items you will click on list to see your results– Here are a few selections for choice
 - Single student using first or last name or both
 - Applicant start end date,
 - Eligible or declined status,
 - Ineligible students
- A Column feature allows a school to select columns that they may want to display on the student list eligibility
 - To add a column, highlight the item in the Unselected list and click on the arrow icon to move to the selected list
 - The columns can be removed or rearranged as needed
 - See the MAP Eligibility User Guide and MAP Payment Guide for more information
 - <https://www.isac.org/gap-access/>

MAP 2022-2023 : Student List Eligibility: Filter

Home **Student** Payment Budget Reports File Extractions

List **Filter** Sort Columns

Term
All ▾

MAP Code
▾

Program
MAP ▾

SSN

First Name
= ▾

Last Name
= ▾

Original Yearly Eligible Amount
= ▾

Primary EFC
= ▾

EFC Change

Selected Students Only
 Pay Selected Students Only
 Highest Transaction Only
 Eligible Students Only
 Undergraduates Only
 Graduates Only

Ineligible

MAP Paid Credit Hours >= 135
 ISAC Default
 MAP Suspend
 Disqualify

Note: If multiple "ineligible boxes are checked, records will appear on the View screen only if all of the conditions are met.

MAP 2022-2023: Student List Eligibility: Sort

Home **Student** Payment Budget Reports File Extractions

List Filter **Sort** Columns

Unselected		Selected
<input type="checkbox"/> Academic Level	→	<input type="checkbox"/> Last Name
<input type="checkbox"/> CPS Proc Date	←	<input type="checkbox"/> First Name
<input type="checkbox"/> ContStu		<input type="checkbox"/> Trans#
<input type="checkbox"/> Date of Birth		
<input type="checkbox"/> Disq		
<input type="checkbox"/> EFC		
<input type="checkbox"/> EFC Change	→	↑
<input type="checkbox"/> ING Certified	→	⇅
<input type="checkbox"/> ISAC Dflt	→	⇅
<input type="checkbox"/> MAP Paid Credit Hrs	←	↓
<input type="checkbox"/> MAP Susp	←	↓
<input type="checkbox"/> Original Yearly Elig	⇅	⇅

Highlight to the selected or unselected list to arrange, then click on the arrow to move the item you want to move to a different column. You can also select the up or down arrow to change your arrangement

Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.

MAP 2022-2023: Student List Eligibility: Columns

List Filter Sort **Columns**

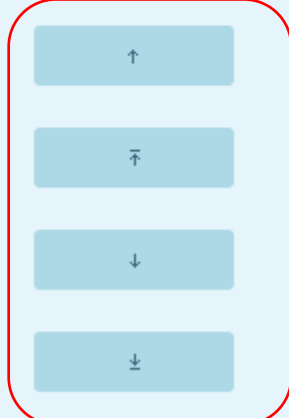
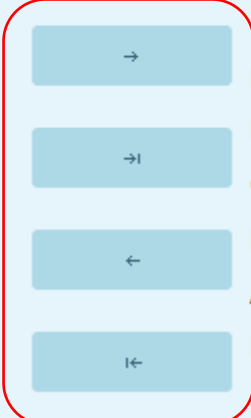
Unselected

Application Receipt Date
Dependency Code
MAP Code
Original SSN
SSN Match Flag
Term Award

Selected



Current SSN
Last Name
First Name
Trans#
Original Yearly Elig
Disq
ISAC Dflt
MAP Susp
EFC
CPS Proc Date
Date of Birth
Academic Level
MAP Paid Credit Hrs
ContStu
EFC Change
ING Certified




Here you can custom select the items you want to appear on your list screen by using the arrows





Monetary Award Program (MAP)





Monetary Award Program


 ISAC imports ISIR data into the MAP system from the Central Processing System (CPS) on a daily basis


 Data from students who indicated Illinois as their state of legal residence and who indicated an Illinois school choice on the FAFSA or Alternative Application is added to the school's database in the MAP system

 Financial aid administrators can view student eligibility data in GAP Access and use it to announce eligibility and submit payment claim requests to ISAC on behalf of eligible students

 Student lists can be saved/exported into Excel and saved to your PC

 Customized lists can be generated by using the Filter, Sort and Columns function in the MAP system

 Customized reports can also be generated using the Reports functionality

 The MAP system is available each day between 7 a.m. and 10 p.m. (CT). Payment request records submitted by 7 p.m. will be included in that night's processing with results available the next business day.

MAP Student Detail: Payment

Home Student **Payment** Budget Reports File Extractions

List Eligibility **Payment**

Current SSN

Go

Transaction / Name ID

Go

Original SSN

Name ID

AB

Term	Term 1	Term 2
MAP Code		
Request	<input type="text" value="01"/>	<input type="text" value="01"/>
Enrollment Hours	<input type="text"/>	<input type="text"/>
Request Amount Override	<input type="text" value="\$2,670.00"/>	<input type="text" value="\$2,670.00"/>
Current Eligible Amount	\$2,670.00	\$2,670.00
Original Eligible Amount	\$2,670.00	\$2,670.00
User Defined	<input type="text"/>	<input type="text"/>
NSLDS Override	<input type="checkbox"/>	<input type="checkbox"/>
Transaction #	01	01
Activity Date		
Status		
Results		
Expanded Reject Reason		
Invoice #		
Transaction #		
MAP Code		
Results		
Amount Paid		
Adjusted Amount		
Payment Result Date		

Payment
Cancel
Hold
Delete

- Select:
- Payment -- to request a payment
 - Hold -- to prevent the record from being submitted
 - Cancel -- to cancel a previously requested award
 - Delete -- to remove the payment request before submitting

MAP Reports: Eligibility Reports

Select School and MAP Code

Go

Home Student Payment Budget **Reports** File Extractions

Refresh

Create New Report

Entries displayed 10

Filter

Status	Report Type	Date	File Size(kb)	User Name
Completed	Payment Results/exceptions	12/10/2020	5.235	MAPInvoice
Completed	MAP Payment Results	12/10/2020	354.459	
Completed	Payment Results/exceptions	12/07/2020	5.338	MAPInvoice
Completed	Payment Results/exceptions	12/02/2020	8.051	MAPInvoice
Completed	MAP Payment Requ			
Completed	Payment Results/ex			
Completed	Payment Results/ex			
Completed	Payment Results/ex			
Completed	Payment Results/ex			

Showing 1-10 of 15 entries

MAP Reports: Eligibility Reports: Create New Report

Home Student Payment Budget **Reports** File Extractions

Select Report

MAP Eligibility Report

Applicant

All Students

Report Type

MAP

Begin MAP Paid Credit Hours

End MAP Paid Credit Hours

Request Report

MAP Eligibility Report

MAP Eligibility Report

MAP Paid Credit Hours

MAP Payment Requests on Hold

MAP Payment Requests Not Submitted

MAP Payment Requests Submitted Without Results

MAP Payment Results

MAP Payment Exceptions

MAP Cumulative Payment Results

All Students

All Students

Alternative Applications

MAP File Extractions: Eligibility Status Files

Select School and MAP Code

Go

Home Student Budget Reports **File Extractions**

Refresh

Create New File Extraction

Entries displayed 10

Filter

Status	Report Type	Start Date	End Date	Date Extracted	File Size(kb)	User Name
Completed	MAP Eligibility File			02/18/2020	7815.228	
Completed	Alternative Application Student Record	01/01/2020	02/18/2020	02/18/2020	1802.119	

MAP File Extractions: Eligibility Status Files: Create New

Home Student Budget Reports **File Extractions**

Select Report

MAP Eligibility File

Start Date Range

End Date Range

Request Report

MAP Eligibility File

Alternative Application Student Record



Illinois National Guard (ING) Grant Program



Illinois National Guard Grant Program



When a student submits an ING Grant Application to ISAC, a record is added to the school's database in the ING system



The list can be viewed by the school on the ING Student List Eligibility View screen which displays in the same format as is used in the MAP program.



Colleges can then review eligibility and submit benefit requests for eligible applicants.



Student lists can be saved/exported into Excel and saved to your PC



Customized lists can be generated by using the Filter, Sort and Columns function in the ING system



Customized reports can be generated using the Reports functionality



The ING Grant system is available each day between 7 a.m. and 10 p.m. (CT).

Student List Eligibility: View

Person Administration School **Programs**

ING Student List Eligibility: View

Select School and ING Code

Home Certification **Student** Benefits Budget Reports File Extractions

List Filter Sort Columns

Entries displayed

#	Benefits	Sel	Current SSN	Last Name	First Name	Date of Birth	ISAC Dnt	ING Units Used	Application Receipt Date	Certified Date	Certified Eligible
1	\$	<input type="checkbox"/>	xxx-xx				N		6 05/26/2021	06/09/2021	Y
2	\$	<input type="checkbox"/>	xxx-xx				N		63 08/03/2021	08/06/2021	Y
3	\$	<input type="checkbox"/>	xxx-xx				N		67 08/10/2021	08/11/2021	Y
4	\$	<input type="checkbox"/>	xxx-xx				N		12 01/31/2022	02/01/2022	Y
5	\$	<input type="checkbox"/>	xxx-xx				N		60 08/12/2021	08/13/2021	Y

Showing 1 to 82 of 82 entries

Student Detail: Eligibility

GAP ACCESS
ISAC Gift Assistance Programs

Person Administration School **Programs**

ING Student Detail: Eligibility

Home Certification **Student** Benefits Budget Reports File Extractions

List **Eligibility** Benefits School Changes Student Update

Person Details

Current SSN

Address

Date of Birth

Appl Receipt Date

Certification Date

Last Update

Term	ING Code	Past Deadline	Term Benefits	Benefits	Request M
1					
2					
3					

Details

Branch

Army

Base

Certified Eligible

Y

Eligible Until

06/07/2023

Eligible On or After

10 Year

ING Units Used

75

ISAC Default

N

Eligibility As Of Date

08/04/2022

Details

Branch

Army

Base

Certified Eligible

Y

Eligible Until

Eligible On or After

12/22/2022

10 Year

ING Units Used

0

ISAC Default

N

Eligibility As Of Date

11/30/2022

Student Detail: Benefits



List Eligibility **Benefits**

Current SSN

Eligible Until
Eligible On or After

Term	1-Fall	2-Spring	3-Summer
ING Code	131	131	131
Request	Benefit <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Enrollment Hours	<input type="text" value="13.0"/>	<input type="text"/>	<input type="text"/>
In District Tuition	\$ <input type="text" value="1,625.00"/>	<input type="text"/>	\$ <input type="text"/>
Out of District Tuition	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Eligible Fee Amount	\$ <input type="text" value="39.00"/>	\$ <input type="text"/>	\$ <input type="text"/>
Requested Amount	\$1,664.00	\$0.00	\$0.00
Post 9/11 GI Bill%	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>

Benefit
Cancel
Delete

Activity Date	12/08/2022
Status	P
Result Code	*
Expanded Result Reason	

ING Student List Eligibility: Filter

List **Filter** Sort Columns

Term

- All - 

ING Code =




SSN =

First Name

= 

Last Name

= 

Certification Start Date



Certification End Date



Application Receipt Start Date



Application Receipt End Date



Certified Eligible

- All - 

- Selected Students Only
- Eligible Students Only
- 10 Year

Ineligible

- ING Units Used
- ISAC Default
- Applied Late

ING Student List Eligibility: View

Select School and ING Code

 Go

List Filter Sort Columns

Entries displayed 100

#	Benefits	Set	Current SSN	Last Name	First Name	Date of Birth	ISAC Dfnt	ING Units Used	Application Receipt Date	Certified Date	Certified Eligible	10 Year
1		<input type="checkbox"/>	XXX-XX				N	156	06/30/2021	07/06/2021	Y	Y
2		<input type="checkbox"/>	XXX-XX				N	36	07/16/2021	07/23/2021	Y	Y
3		<input type="checkbox"/>	XXX-XX				N	30	09/29/2021	10/06/2021	Y	Y

Showing 1 to 10 of 10 entries

Save Selected

View Report

Excel Report

Benefit Results Summary/ Invoice Detail Reports

Person Administration School **Programs**






ING Reports: Eligibility Reports

School and ING Code

Home Certification Student **Benefits** Budget **Reports** File Extractions

Refresh Create New Report

Entries displayed 10

Status	Report Type	Date	File Size(kb)	User Name
 Completed	Benefit Results/exceptions	07/29/2020	3.786	INGInvoice
 Completed	Benefit Results/exceptions	05/06/2020	3.729	INGInvoice
 Completed	Benefit Results/exceptions	02/25/2020	4.538	INGInvoice
 Completed	Benefit Results/exceptions	02/20/2020	5.208	INGInvoice
 Completed	Benefit Results/exceptions	12/11/2019	3.88	INGInvoice

Showing 1-5 of 5 entries

Navigation: < < 1 > >

Reports: Create New Report

Person Administration School **Programs**

ING Reports: Eligibility Reports: Create New Report

Home Certification Student **Benefits** Budget **Reports** File Extractions

Select Report

ING Eligibility Report

Benefit Start Date Range

Benefit End Date Range

Request Report

- ING Eligibility Report**
- ING Benefit Requests Not Submitted
- ING Benefit Requests Submitted Without Results
- ING Benefit Results
- ING Cumulative Benefit Results
- ING Benefit Exceptions

ING Reports: Eligibility Reports



School and ING Code

Go

Refresh

Create New Report

Entries displayed 10

Filter

Status	Report Type	Date	File Size(kb)	User Name
Completed	ING Benefit Exceptions	07/31/2020	2.318	tmendoza
Completed	Benefit Results/exceptions	07/29/2020	3.780	INGInvoice
Completed	Benefit Results/exceptions	05/06/2020	3.729	INGInvoice
Completed	Benefit Results/exceptions	02/25/2020	4.538	INGInvoice
Completed	Benefit Results/exceptions	02/20/2020	5.208	INGInvoice
Completed				

Showing 1-6 of 6 entries

Academic Year
 Illinois Student Assistance Commission
 ING Benefit Exceptions
 Date of Report 07/31/2020
 Time Produced 02:09:10 PM

Student LastName	Student FirstName	SSN	Term No	Requested Amount	Adjusted Amount	Benefit Amount	Post 9/11	Ten Year	Result Code	EXP Reason	Enroll Hours	Term Units	Invoice Date	Invoice Number
	ANA		2	0.00	.00	.00		U			0.00		02/20/2020	N204510110
	ANA		2	750.90	.00	.00		4			6.00		02/20/2020	N204510110
	AN		2	0.00	.00	.00		U			0.00		02/20/2020	N204510110
	MANIHA		2	1,126.35	.00	.00		J			9.00		02/20/2020	N204510110
	SHUA		2	375.45	-375.45	375.45		C			3.00	3	02/25/2020	N204560113
Totals				2,252.70	-375.45	375.45					18.00	3		

ING Grant Benefit Result Codes

CODE	DEFINITION
*	Benefit processed as requested – no report exception.
B	Benefit increased.
C	Benefit decreased.
F	Full ING units already used.
H	Benefit already processed for your school for requested term, benefit amount or units for term.
I	Benefit reduced; amount requested is greater than term award.
J	Ineligible for Benefit (Certified as not eligible)
K	Ineligible for Benefit due to Stafford loan default status per ISAC.
P	Student not eligible for term requested. Application received after the deadline date.
T	With this Benefit, student attains 120 ING Paid Credit Hours. Student will no longer be eligible for ING Benefit. (Not a 10-year(+) member of the Illinois National Guard)
U	Change in Benefit was requested; record indicates that no prior Benefit has been made for this term.
V	With this Benefit, student attains 180 ING paid credit hours. Student no longer eligible for ING Benefit (10-year(+) member of the Illinois National Guard)
W	ING units increased due to change in enrollment hours.
X	ING units decreased due to change in enrollment hours.

The ING Grant Benefit Result Codes can be found in the ING User Guide located on GAP Access Home Page <https://www.isac.org/gap-access/>



Illinois Veteran Grant (IVG) Grant Program



Illinois Veteran Grant Program

Records of students for whom the college has reported benefit usage data within the past three years will display on the Student Benefit List: View screen.

The school will then have the ability through the Add Student screen to search ISAC's database for new, additional students who may want to use their IVG benefits at your school

- Once they've added a student to their list, they will be able to see an eligibility detail screen for them and create a benefit request for them.

Colleges can create and submit benefit requests for eligible applicants in the same manner as MAP and ING claims.

Student lists can be saved/exported into Excel and saved to your PC

Customized lists can be generated by using the Filter, Sort and Columns function in the IVG system

Customized reports can also be generated using the Reports functionality

The IVG system is available each day between 7 a.m. and 10 p.m. (CT).

Student Benefit List: View

Person Administration School **Programs**

IVG Student Benefit List: View

School and IVG Code:

Home Application **Benefits** Budget Reports File Extractions

List Filter Sort Columns Add Student Benefit Request Entry Submit Benefit Requests

Entries displayed

#	Set	Req	Term Number	Current SSN	Last Name	First Name	IVG Number	IVG Code	Request Code	Enrollment Hours	In Dist Tuition	Out of Dist Tuition	Requested Amount	Post 9/11 GI Bill	Benefit Amount
1		\$	<input type="checkbox"/>	<input type="checkbox"/>	1-Fall	xxxx-xx-									
2		\$	<input type="checkbox"/>	<input type="checkbox"/>	2-Spring	xxxx-xx-									
3		\$	<input type="checkbox"/>	<input type="checkbox"/>	3-Summer	xxxx-xx-									
4		\$	<input type="checkbox"/>	<input type="checkbox"/>	1-Fall	xxxx-xx-									
5		\$	<input type="checkbox"/>	<input type="checkbox"/>	2-Spring	xxxx-xx-									
6		\$	<input type="checkbox"/>	<input type="checkbox"/>	3-Summer	xxxx-xx-									
7		\$	<input type="checkbox"/>	<input type="checkbox"/>	1-Fall	xxxx-xx-									

IVG Student Benefit List: View

Select School and IVG Code:

Home Application **Benefits** Budget Reports File Extractions

List Filter Sort Columns **Add Student** Benefit Request Entry Submit Benefit Requests

Entries displayed 100

#	Set	Req	Term Number	Current	SSN	Last Name	First Name	IVG Number	IVG Code	Request Code	Enrollment Hours	In Dist Tuition	Out of Dist Tuition	Requested Amount	Post 9/11 GI Bill	Benefit Amount
1			<input type="checkbox"/>	<input type="checkbox"/>	1-Fall											
2			<input type="checkbox"/>	<input type="checkbox"/>	2-Spring											

GAP ACCESS

ISAC GI Bill Assistance Programs

Person Administration School **Programs**

IVG Benefit Add IVG Student

Home Application **Benefits** Budget Reports File Extractions

List Filter Sort Columns **Add Student** Benefit Request Entry Submit Benefit Requests

SSN:

IVG Number:

Last Name:

IVG Student Detail: Benefits

Home **Benefits** Budget Reports File Extractions

View Eligibility **Benefits**

Request options:

- "Benefit" to create a benefit request
- "Cancel" to cancel a previously-submitted request
- "Delete" to delete a request that has been created but not yet submitted.

Be sure click on the **Save Changes** button before navigating to another screen.

Current SSN

Go

IVG Number

Go

Save Changes

Terms	3-Summer	1-Fall	2-Spring
IVG Code			
Request	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>
Enrollment Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
In District Tuition and Fees	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Out of District Tuition	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Post 9/11 %	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>

Benefit
Cancel
Delete

IVG Student Detail: Benefits

Home **Benefits** Budget Reports File Extractions

View Eligibility **Benefits**

Current SSN

Go

IVG Number

Go

For each term of usage, schools should report the **total number of enrollment hours** and the **benefit dollar amounts**

Terms	3-Summer	1-Fall	2-Spring
IVG Code			
Request	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
In District Tuition and Fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Out of District Tuition	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Post 9/11 %	<input type="text"/>	<input type="text"/>	<input type="text"/>

If post 9/11 GI Bill benefits are also being used, the Post 9/11 GI bill Eligibility level, as determined by the VA, should be reported so that IVG units can be prorated.



IVG Reports: Eligibility Reports



[Home](#) [Benefits](#) [Budget](#) **Reports** [File Extractions](#)

Refresh

Create New Report

Entries displayed 10

Filter

Status	Report Type	Date	File Size(kb)	User Name
Completed	Benefit Results/exceptions		4.549	IVGInvoice
Completed	Benefit Results/exceptions		5.876	IVGInvoice

Showing 1-2 of 2 entries

Navigation icons: back, forward, page 1

IVG Eligibility Reports: Create New Report

[Home](#) [Benefits](#) [Budget](#) **Reports** [File Extractions](#)

Select Report

IVG Eligibility Report

Benefit Start Date Range

Benefit End Date Range

Request Report

Select Report

IVG Eligibility Report

IVG Benefit Requests Not Submitted

IVG Benefit Requests Submitted Without Results

IVG Benefit Results

IVG Benefit Exceptions

IVG Cumulative Benefit Results



Minority Teachers of Illinois (MTI) Scholarship Program



Minority Teachers of Illinois Scholarship Program



A Certification record is created in the MTI system when an MTI Application is complete.



All Certifications available in the MTI system must be completed regardless of whether the school certifies a student as eligible or ineligible.



Colleges certify eligibility for the MTI Scholarship Program via the MTI system in GAP Access.



The MTI system is available to enter certification information each Monday through Friday from 7 a.m. until 10 p.m. (CT).



Enrollment Verification is available on GAP Access

MTI Certification Process

- The Certification List includes all applicants for whom ISAC has received a complete MTI application and is listed on the specific college listed on the application.
- Certification is the first step in the awarding process and requires that colleges complete and submit the certification record for each applicant, regardless of whether the student is eligible or ineligible.
- **The only way an applicant's can be considered for an award and/or receive an MTI notification letter about their ineligibility is if the applicant's certification has been completed by the college in GAP Access.**
- Once an applicant's record has been certified and saved, it will be considered complete and will no longer appear on the Certification List.
- However, those applicants will continue to appear on the Student List Eligibility and the Certified Eligible field will be populated with a Y or an N depending on how the certification was completed.

MTI Processing in GAP Access

- MTI is administered in GAP Access
 - System is available to colleges, Monday through Friday from 7 a.m. until 10 p.m. (CT)

The screenshot displays the GAP ACCESS web application interface. The top navigation bar includes 'Administration', 'School', and 'Programs'. The 'Programs' dropdown menu is open, listing various programs: MAP, ING, IVG, MTI, GA, FAFSA Initiative, FAFSA Student Re, SETTW, and ECACE. The 'MTI' option is highlighted with a red box, and a red arrow points to the 'MTI' page. The 'MTI' page features a navigation bar with 'Home', 'Student', 'Certification', 'Payment', 'Reports', 'File Extraction', and 'Enrollment Status Verification'. Below the navigation bar, there is a welcome message and instructions: 'Welcome to the internet application for processing the Minority Teachers of Illinois (MTI) Program. To view the Student List for MTI recipients whose Enrollment Status must be verified, select the previous academic year (i.e., 2021-2022) from the drop-down menu.' The page includes an 'Academic Year' dropdown menu set to '2022-2023' with a 'View Student List' button, and a 'Student SSN' input field with a 'Submit' button.

MTI 2022-2023: Student List Eligibility: View

Select School and School Code

Home **Student** Certification Payment Reports File Extraction Enrollment Status Verification

List Filter Sort Columns

Entries displayed 100

	Sel	Current SSN	Last Name	First Name	DOB	Male	Default	Units	School Code	Application Complete	Applicant Category	Certified Eligible	Certified Date	Academic Level	Award Amount
  	<input type="checkbox"/>	xxx-xx-				No	N	0	001633	02/08/2022	Timely New	Y	01/04/2023	Freshman	

Showing 1 to 1 of 1 entries

Navigation controls: |< < 1 > >|

Certified Date	Academic Level	Award Amount	Award Date	Awarded GA	Awarded SETTW	Bilingual Certification	EFC
01/04/2023	Freshman					N	0

Navigation controls: |< < 1 > >|

Administration School Programs

MTI 2022-2023: Certification List: View

Select School and School Code

Home Student **Certification** Payment Reports File Extraction Enrollment Status Verification

List Filter

Entries displayed 100

#	Current SSN	Last Name	First Name	Date of Birth	School Code	Applicant Category	Eligible	Transfer
1	xxx-xx				001633	Timely New	Y	

Showing 1 to 1 of 1 entries

1

- To certify a student, click on the student's name or SSN

MTI Student Certification - Ineligible

Certification Data

[Redacted]

Eligible:

Academic Level:

Anticipated Terms:

Is the student bilingual:

Bilingual Type:

Bilingual program:

Career Pathway Endorsement:

EFC:

Ineligible Reason:

- Reached max number of years allowed
- Not a US citizen/eligible non-citizen
- Student is not accepting MTI
- Not an Illinois resident
- Not a minority
- Not a HS grad/no GED
- GPA not at least 2.5 on 4.0 scale (soph or above)
- Defaulted student loan
- Not enrolled in participating school
- Not enrolled
- Not enrolled at least half time
- Conflicting scholarship
- Not enrolled in teacher program
- Not making satisfactory academic progress

- Once you click on the student's name or SSN the Certification Data pop-up box will open
- The first question *Eligible* must be completed
- If it is answered No, the only field required is the ineligible reason

MTI Student Certification - Eligible

Certification Data

Eligible: Yes

Academic Level: Freshman

Anticipated Terms: 1 & 2

Is the student bilingual: No

Bilingual Type:

Bilingual program:

Career Pathway Endorsement: Yes

EFC: 0

Ineligible Reason:

Save/Submit Close

If a Y is selected, on the eligible field you must provide the following:

- Academic Level
- Anticipated Terms
- Is the student bilingual
 - If the student is bilingual, you must also provide the Bilingual Type and Bilingual Program
- Career Pathway Endorsement
- EFC

Bilingual Type:

- State Seal of Bilingual
- Passed educator licensure proficiency test
- All of the above

Bilingual Program:

- Bilingual educator preparation program
- Other

Administration School Programs

MTI 2022-2023: Certification List: Filter

Home Student Certification Payment Reports File Extraction Enrollment Status Verification

List **Filter**

SSN

Last Name

First Name

Academic Level

Term

Certified Status

Timely New
 Timely Renewal
 Untimely New
 Untimely Renewal

To filter students by Certified Status:

- Go to the Filter tab.
- Click on All under Certified Status.
- Click on the List tab to view your list of students.

Administration School Programs

MTI 2022-2023: Certification List: View

Select School and School Code

Home Student Certification Payment Reports File Extraction Enrollment Status Verification

List **Filter**

Entries displayed: 100

#	Current SSN	Last Name	First Name	Date of Birth	School Code	Applicant Category	Eligible	Transfer
1	xxxx-xx				001632	Timely New	Y	

Showing 1 to 1 of 1 entries


View Report Excel Report

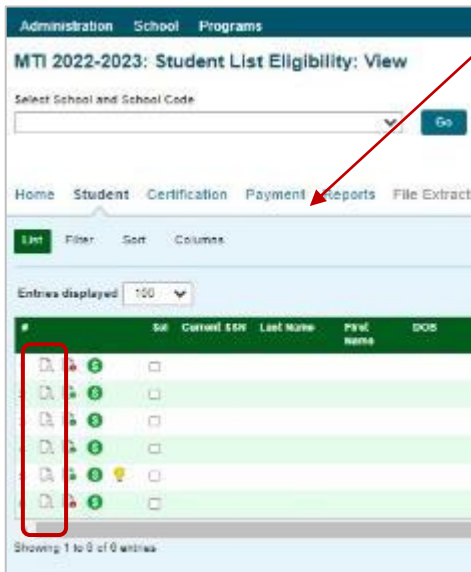
- Once an applicant's record has been certified and saved, it will be considered complete and will no longer appear on the Certification List: View screen
- However, those applicants will continue to appear on the Student List Eligibility: View screen, and the Certified Eligible field will be populated with a Y or an N depending on how the certification was completed

Dual-Awarding Students with MTI & Golden Apple

- If a student qualifies for both Golden Apple and MTI the student must choose which program they would like to use
 - A student cannot receive the benefits of both programs in the same award year
 - ISAC will send the student a letter asking them to choose which program they want to accept -- MTI or Golden Apple
 - These letters include a deadline date to return the form
- If a student decides to change which program benefit he/she wants to receive:
 - First confirm that the student has been awarded the other program before cancelling a payment request that may have already been made
 - For example, make sure that the student was awarded funds for MTI before cancelling a payment request for Golden Apple
- Program teaching obligations
 - Golden Apple requires a five-year teaching commitment
 - MTI has a one-year teaching commitment for each year that the scholarship is received
 - Both programs will convert to a loan that the student must repay if the teaching commitment is not met.
- Schools can find more information on both programs on ISAC's website in the FAA area, in the Administrative Rules - isac.org/e-library/administrative-rules/2022-23-isac-rules.html, and in the program User Guides - isac.org/gap-access/.

Ways to View Students Awarded GA, SETTW & MTI

- Click on  icon
- This will take you to the Student Detail: Eligibility screen.
- Scroll down to view if the student was also awarded GA or SETTW



Administration School Programs

MTI 2022-2023: Student List Eligibility: View

Select School and School Code

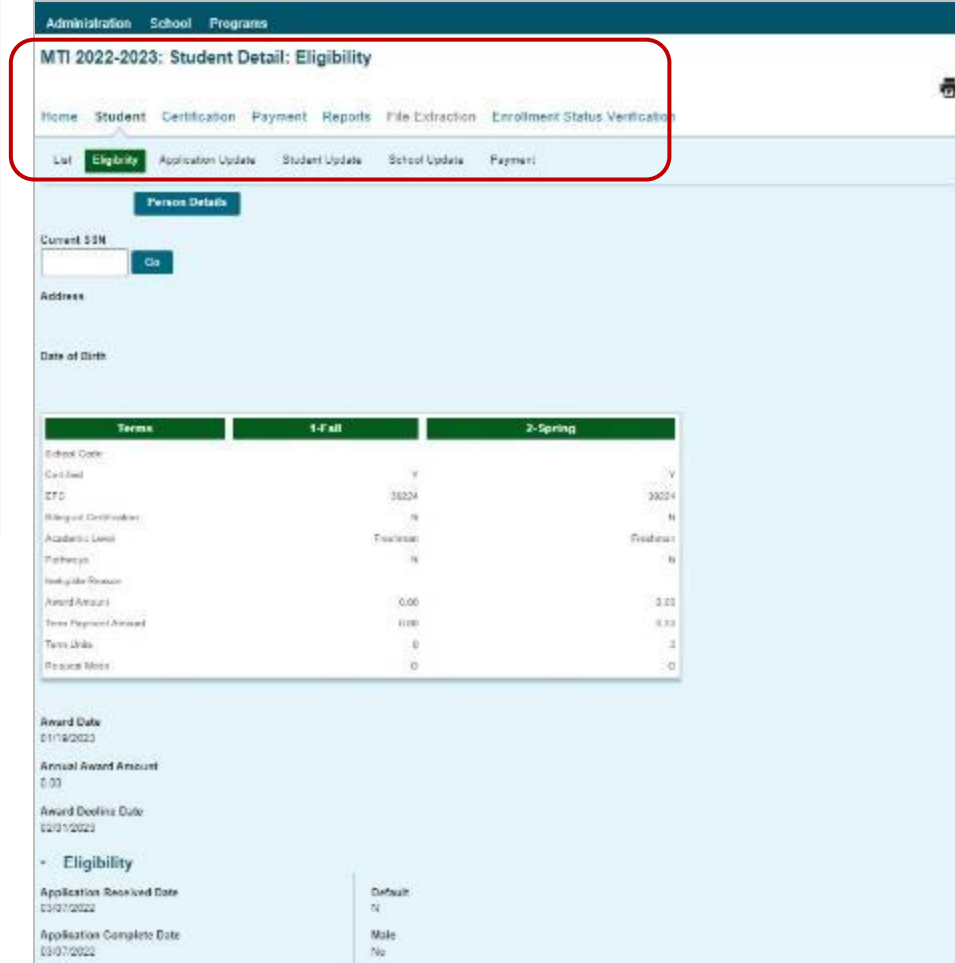
Home Student Certification Payment Reports File Extract

List Filter Sort Columns

Entries displayed: 150

#	S#	Current EDW	Last Name	First Name	DOB
1					
2					
3					
4					
5					
6					
7					
8					

Showing 1 to 8 of 8 entries



Administration School Programs

MTI 2022-2023: Student Detail: Eligibility

Home Student Certification Payment Reports File Extraction Enrollment Status Verification

List Eligibility Application Update Student Update School Update Payment

Person Details

Current SSN

Address

Date of Birth

Terms	1-Fall	2-Spring
Edbook Code		
Certified	Y	Y
ETC	38204	38204
Bilingual Certification	N	N
Academic Level	Post/Inst	Post/Inst
Participate	N	N
Hold/able Reason		
Award Amount	0.00	0.00
Term Payment Awarded	0.00	0.00
Term Units	0	0
Process Mode	0	0

Award Date: 01/18/2023

Annual Award Amount: 0.00

Award Decline Date: 02/01/2023

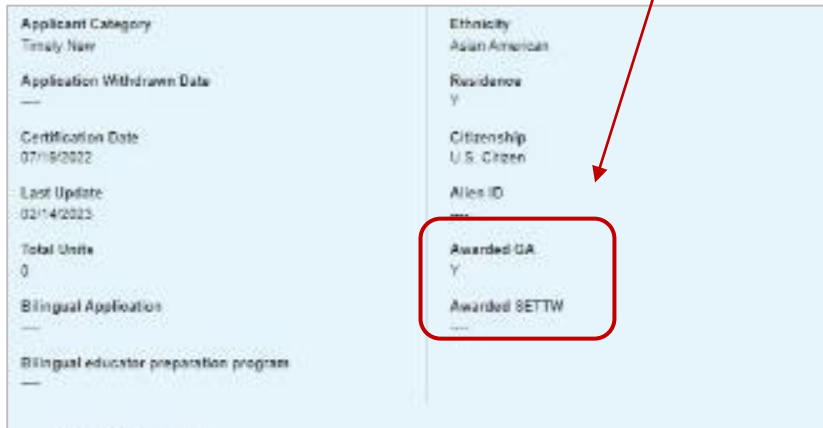
- Eligibility

Application Received Date: 03/07/2022

Application Complete Date: 03/07/2022

Default: N

Male: No



Applicant Category: Timely New

Application Withdrawn Date: ---

Certification Date: 07/18/2022

Last Update: 02/14/2023

Total Units: 0

Bilingual Application: ---

Bilingual educator preparation program: ---

Ethnicity: Asian American

Residence: Y

Citizenship: U.S. Citizen

Alias ID: ---

Awarded GA: Y

Awarded SETTW: ---

MTI 2022-2023: Student Eligibility List: Sort

Home **Student** Certification Payment Reports File Extraction Enrollment Status Verification

List Filter **Sort** Columns

Unselected

- Applicant Category
- Application Complete
- Award Amount
- Award Date
- Awarded GA
- Awarded SETTW
- Certified Date
- DOB
- Default
- Male
- School Code

Selected

- Last Name
- First Name

Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.

Administration School Programs

MTI 2022-2023: Student List Eligibility: View

and School Code

Go

Student Certification Payment Reports File Extraction Enrollment Status Verification

Sort Columns

Displayed 100

Male	Default	Units	School Code	Application Complete	Applicant Category	Certified Eligible	Certified Date	Academic Level	Award Amount	Award Date	Awarded GA	Awarded SETTW	Bilingual Certification	EFC
Yes	N	0			Incomplete						Y			
Yes	N	0		05/17/2022	Untimely New	Y	07/19/2022	Freshman	0	09/28/2022		N	N	0
No	N	0		05/17/2022	Untimely New	Y	07/19/2022	Junior	0	01/19/2023			N	0
No	N	0		03/07/2022	Timely New	Y	07/19/2022	Freshman	0	01/19/2023	Y		N	39224
No	N	0		05/19/2022	Ineligible						Y			
No	N	0			Incomplete						Y			

of 6 entries

1

The MTI Student List Eligibility: View screen shows whether a student is also awarded GA or SETTW

- Scroll all the way over using the scroll bar at bottom of screen

Using the "Sort" tab, you can create a list of students who have been awarded MTI, sorted by Award Date

You can also create a list of students who have been awarded GA or SETTW

After selecting your Sort options, click on the "List" tab to view the sorted list of students

MTI Student Detail: Payments

[Home](#) [Student](#) [Certification](#) [Payment](#) [Reports](#) [File Extraction](#) [Enrollment Status Verification](#)

[List](#) [Eligibility](#) [Payment](#)

Student Name

Current SSN

[Go](#)

Annual Award Amount
5000.00

Terms	1-Fall	2-Spring
School Code		
Request	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>
Ineligible Reason	<input type="text"/>	<input type="text"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>
Award Amount		5000.00

Activity Date

Status

Result code

Expanded Result

Invoice #

School Code

Result code

Expanded Result

Amount Paid

Adjusted Amount

Result Date

Dual-Awarding Students with MTI & Golden Apple

MTI 2022-2023: Student Detail: Payments

Home Student Certification **Payment** Reports File Extraction Enrollment Status Verification

List Eligibility **Payment**

Current SSN

Go

Annual Award Amount
7500.00

Terms	1-Fall	2-Spring
School Code		
Request	Paymer	Paymer
Enrollment Status	Full tm	Full tm
Ineligible Reason		
Requested Amount	\$ 3750.00	\$ 3750.00
Award Amount	3750.00	3750.00

Activity Date	10/12/2022	01/09/2023
Status	P	P
Result code	*	*
Expanded Result		

Invoice #		
School Code		
Result code	*	*
Expanded Result		
Amount Paid	3750.00	3750.00
Adjusted Amount	3750.00	3750.00
Result Date	10/12/2022	01/09/2023

GA 2022-2023: Student Detail: Payment

Home Student Certification File Upload **Payment** Reports

List Eligibility **Payment**

Annual Award Amount
0.00

Terms	1-Fall	2-Spring
School Code		
Request	Paymer	
Academic Level	Freshm	
Enrollment Status	Full tm	
Ineligible Reason		
Requested Amount	\$ 1250.00	\$
Award Amount	1250.00	

Activity Date	00/10/2022	
Status	P	
Result code	*	
Expanded Result		

Invoice #		
School Code		
Result code	*	
Expanded Result		
Amount Paid	1250.00	
Adjusted Amount	1250.00	
Result Date	08/19/2022	

- Example of a student for which payment was requested for both the MTI & GA scholarships
- The college must CANCEL one of the scholarships
- This will be an audit finding if not corrected

GAP ACCESS

ISAC Gift Assistance Programs



Golden Apple



GA Processing

- Application
 - Students submits application to the Golden Apple Foundation
 - The Foundation provides data to ISAC regarding eligible applicants
 - The student's year in the program is tracked by the Foundation
 - Applicant data is loaded into GAP Access
- Certification
 - Golden Apple Foundation completes certification of eligible applicants
- Awarding
 - Award amounts are determined by the Foundation
 - Awards will display in GAP Access when certification is complete
- Notification
 - Golden Apple Foundation notifies GA students
 - Schools see individual student awards in GAP Access
- Payment
 - The college certifies student enrollment and eligibility and submits a payment request on behalf of the student
 - Payment requests are submitted by term in GAP Access
 - ISAC authorizes payment and provides result reports to schools
 - Payment is sent to the schools from the Comptroller's office and the school credits student accounts

GA 2022-2023: Student Detail: Payment



Home Student Certification File Upload **Payment** Reports

List Eligibility **Payment**

AKSUN, BROOKE

Current SSN

Deferred Scholar

N

Annual Award Amount

2500.00

Terms	1-Fall	2-Spring
School Code	001692	001692
Request	<input type="button" value="Payment"/>	<input type="button" value="Payment"/>
Academic Level		<input type="button" value="Freshman"/>
Enrollment Status		<input type="button" value="Full time"/>
Ineligible Reason	<input type="button" value=""/>	<input type="button" value=""/>
Requested Amount	\$ 1250.00	\$ 1250.00
Award Amount	1250.00	1250.00

Activity Date	09/19/2022	01/26/2023
Status	P	P
Result code	*	*
Expanded Result		

Invoice #	G232620006	G234260094
School Code	001692	001692
Result code	*	*
Expanded Result		
Amount Paid	1250.00	1250.00
Adjusted Amount	1250.00	1250.00
Result Date	09/19/2022	01/26/2023

GA 2022-2023: Student List Eligibility: View

Select School and School Code

Go

Entries displayed 100

#	Sel	Current SSN	Last Name	First Name	DOB	Default	Total Units	Application Date	Applicant Category	School Code	Year In Program	Certified Eligible	Certified Date
1	<input checked="" type="checkbox"/>			KATELYN	05/05/2002	N	24	09/02/2022	Timely Renewal	001692	3	Y	01/22/2023
2	<input type="checkbox"/>			CASSANDRA	07/03/2001	N	48	09/02/2022	Timely Renewal	001692	4	Y	01/22/2023
3	<input checked="" type="checkbox"/>			BROOKE	02/22/2004	N	12	09/02/2022	Timely New	001692	1	Y	01/24/2023
4	<input checked="" type="checkbox"/>			LENA	01/09/2002	N	24	09/02/2022	Timely Renewal	001692	3	Y	01/22/2023
5	<input checked="" type="checkbox"/>			HANNAH	12/12/2002	N	12	09/02/2022	Timely New	001692	2	Y	01/22/2023
6	<input checked="" type="checkbox"/>			DAMIA	01/08/2002	N	12	09/02/2022	Timely New	001692	3	Y	01/22/2023
7	<input checked="" type="checkbox"/>			MADELEINE	08/10/2004	N	12	09/02/2022	Timely New	001692	1	Y	01/31/2023
8	<input type="checkbox"/>			SAMANTHA	03/03/2001	N	48	09/02/2022	Timely Renewal	001692	4	Y	01/22/2023
9	<input checked="" type="checkbox"/>			YARELI	07/21/2002	N	36	09/02/2022	Timely Renewal	001692	3	Y	01/22/2023
10	<input checked="" type="checkbox"/>			WILLOW	07/08/2002	N	24	09/02/2022	Timely Renewal	001692	3	Y	01/24/2023
11	<input type="checkbox"/>			KELLY	03/28/2001	N	48	09/02/2022	Timely Renewal	001692	4	Y	01/22/2023
12	<input checked="" type="checkbox"/>			ANNA	05/04/2002	N	24	09/02/2022	Timely Renewal	001692	4	Y	01/22/2023
13	<input type="checkbox"/>			MADISON	04/21/2001	N	48	09/02/2022	Timely Renewal	001692	4	Y	01/22/2023
14	<input checked="" type="checkbox"/>			ELIZABETH	10/01/2003	N	0	09/02/2022	Timely New	001692	1	Y	01/21/2023

Showing 1 to 100 of 224 entries

View Report

Excel Report

Save Selected

From the eligibility view screen you can see all of the students who have applied. If you see a yellow lightbulb this indicates a eligibility issue, if you see a blue light bulb that means the student is at their maximum units for eligibility

GA 2022-2023: Student List Eligibility: View

Go

List Filter Sort Columns

Entries displayed 100

DOB	Default	Total Units	Application Date	Applicant Category	School Code	Year In Program	Certified Eligible	Certified Date	Ineligible Reason	Annual Award Amount	Awarded MTI	Awarded SETTW
		24	09/02/2022	Timely Renewal	001692	2	Y	01/29/2023		2500.00		
	N	6	09/02/2022	Timely New	001692	2	Y	01/21/2023	Probation	1250.00		
	N	18	09/02/2022	Timely Renewal	001692	3	Y	02/16/2023		2500.00		
	N	12	09/02/2022	Timely New	001692	1	Y	01/22/2023		2500.00		
	N	24	09/02/2022	Timely Renewal	001692	4	Y	01/22/2023		5000.00		
	N	0	09/02/2022	Timely New	001692	1	Y	01/22/2023		0.00		Y
	N	24	09/02/2022	Timely Renewal	001692	3	Y	01/22/2023		5000.00		
	N	24	09/02/2022	Timely Renewal	001692	2	Y	01/22/2023		2500.00		
	N	12	09/02/2022	Timely New	001692	2	Y	01/22/2023		5000.00		
	N	24	09/02/2022	Timely Renewal	001692	3	Y	01/22/2023		5000.00		
0	N	36	09/02/2022	Timely Renewal	001692		N	02/22/2023	Not Reporting			
4	N	12	09/02/2022	Timely New	001692	1	Y	01/22/2023		2500.00		
1	N	42	09/02/2022	Timely Renewal	001692	4	Y	09/05/2022		2500.00		
	N	48	09/02/2022	Timely Renewal	001692	4	Y	01/22/2023		5000.00		

Showing 101 to 200 of 224 entries

GAP ACCESS

ISAC Gift Assistance Programs



School Budget Data



School Budget Data

- Pursuant to ISAC Rules [Section 2700.30 (e)], postsecondary institutions participating in gift assistance programs with ISAC shall annually report tuition and fee charges to ISAC on or before June 1 preceding each academic year.
- The budget information for all approved programs and all approved school codes must be certified by the financial aid director.
 - The Certify button appears only for a user who has Budget Confirm privileges.
- The budget will be open April 1

School Budget Data

- An **additional tab** will be added to the budget screen, you will still have your main tuition and fees tab but an additional tab called **On-Campus only Mandatory Fees** will be added.
- This tab is for main tuition fees that are the most common to **all on campus students**
 - In this tab a school will record the mandatory fees typically charged to students in a traditional 16-hour on campus, non distance education enrollment
 - This 5th tab for example, would not include a fee that is charged for all online programs, as this is not a fee that is charged to all on-campus students
- March monthly webinar will have more information on the school budget completion process and how it will be completed in the GAP Access portal along with additional budget completion webinars in April

▼ **Dates**

Year **Regular School Year Start Date End Date**
2023-2024 **Go** >

▼ **Upload Refund Policy**

+ Upload File

Document History

Document Type	Document Received Date	Status
No records found.		

MAP

IVG

ING

MTI

2023-2024

MAP CODE

010 **Go**

1 Academic Year Term Dates

2 Mandatory Fees

3 Tuition Charges

4 Room & Board

Tuition and fee information is for the regular school year, which, for MAP, does not include summer term:

Regular School Year Term Dates	Start Date	End Date
Fall Term	<input type="text"/>	<input type="text"/>
Spring Term	<input type="text"/>	<input type="text"/>

General Institutional Information

If you would like to change the format for which awards are paid at your institution as either a cents or no cents format, please contact ISAC School Services Department to discuss next steps on how to make the change. This must be done prior to the start of the payment claim process for the upcoming award year.

1. Please check this box to confirm that this institution has a valid Program Participation Agreement (PPA) with the U.S. Department of Education (ED).

2. This ED PPA expires:

View History

Save

MAP CODE

- 1** Academic Year Term Dates
- 2** Mandatory Fees
- 3** Tuition Charges
- 4** Room & Board

The fee table lists ten general fee categories. Using these fee categories as a guide, please enter the TOTAL per term and per year fee amounts charged to every full-time undergraduate student below. Gift Assistance Budget Instructions summarize the ISAC administrative rules requirements for eligible fees and provide a chart with examples of possible mandatory fee charges for your reference in calculating your institution's mandatory fee charges. Remember: mandatory fees are charges assessed by an institution to each and every full-time student for each term. Application, graduation, laboratory, breakage, add/drop fees, and program administration fees for out-of-state or foreign study are specifically excluded.

Type of Fee	Dollars per term based on 16 hours per term	Multiply by 2	Maximum charge for a two term regular school year (32 hours)
Activity	\$ <input type="text"/>		\$ <input type="text"/>
Bonds	\$ <input type="text"/>		\$ <input type="text"/>
Facility Operations	\$ <input type="text"/>		\$ <input type="text"/>
Grants	\$ <input type="text"/>		\$ <input type="text"/>
Health	\$ <input type="text"/>		\$ <input type="text"/>
Instructional Support	\$ <input type="text"/>		\$ <input type="text"/>
Registration	\$ <input type="text"/>		\$ <input type="text"/>
Student Services	\$ <input type="text"/>		\$ <input type="text"/>
Technology	\$ <input type="text"/>		\$ <input type="text"/>
Transportation	\$ <input type="text"/>		\$ <input type="text"/>
Other	\$ <input type="text"/>		\$ <input type="text"/>
TOTAL MANDATORY FEES \$ 0.00		<input type="button" value="Calculate"/>	\$ 0.00

Certify

1 Academic Year Term Dates

2 Mandatory Fees

3 Tuition Charges

4 Room & Board

5 On Campus Only Mandatory Fees

The fee table lists 10 general fee categories. Using these fee categories as a guide, enter the TOTAL per term and per year fee charges assessed by your institution that are required to deliver educational services to students for each term, regardless if a student is attending either on-campus or through distance education. Report the mandatory fee amounts for each type of fee based on 16 semester hours or 12 quarter hours per term. For examples of possible mandatory fee charges, see the Budget Reporting User Guide. Application, graduation, laboratory, breakage, and add/drop fees, as well as program administrative fees for out-of-state or foreign study, are specifically excluded. For purposes of ISAC's rules, tuition is not a mandatory fee.

If a school has a one-time annual fee, it should be included in the appropriate field in the Maximum column after the calculation has been applied, then click on the Calculate button again.

- For example, if an institution applies a technology fee of \$1,000 per year, add \$1,000 to the technology field in the maximum column after the term fees have been calculated.

If a fee in the term amount in the left column needs to be zeroed out, the user must also zero out (manually delete) the Maximum amount in the right column.

If a term amount in the left column was zero or the amount previously reported needs to be adjusted, click on the Calculate button to correct the Maximum amount in the right column.

Type of Fee	Dollars per term based on 16 hours per term	Multiply by 2	Maximum charge for a two term regular school year (32 hours)
Activity	\$ <input type="text"/>		\$ <input type="text"/>
Bonds	\$ <input type="text"/>		\$ <input type="text"/>
Facility Operations	\$ <input type="text"/>		\$ <input type="text"/>
Grants	\$ <input type="text"/>		\$ <input type="text"/>
Health	\$ <input type="text"/>		\$ <input type="text"/>
Instructional Support	\$ <input type="text"/>		\$ <input type="text"/>
Registration	\$ <input type="text"/>		\$ <input type="text"/>
Student Services	\$ <input type="text"/>		\$ <input type="text"/>
Technology	\$ <input type="text"/>		\$ <input type="text"/>
Transportation	\$ <input type="text"/>		\$ <input type="text"/>
Other	\$ <input type="text"/>		\$ <input type="text"/>
TOTAL MANDATORY FEES \$ 0.00		Calculate >	\$ 0.00

View History

Save

School: Budget



Budget Search [Gift Assistance Budget Instructions](#)

[School Demographics](#) [Add School](#) **School Budget**

▼ Dates

Year: 2023-2024 **Regular School Year Start Date** - **End Date**

▶ Upload Refund Policy

2023-2024

MAP CODE

010

- 1 Academic Year Term Dates
- 2 Mandatory Fees
- 3 Tuition Charges**
- 4 Room & Board

5 On Campus Only Mandatory Fees

For the school's main MAP code, enter the in-district, in-state main tuition rate for full-time, freshmen undergraduate students for the Regular School Year, based on 16 credit hours per term. The main rate is the one typically faced by the majority of students.

Differential tuition rates that are not faced by the majority of students (and are typically higher) may be reported under "differential" MAP codes. A school may have one or multiple differential codes under which a rate other than the main tuition rate may be reported and on which MAP could be claimed for payment purposes.

Mandatory fees reported for the MAP code in Step 2 will be transferred to the tuition screen.

Tuition and fees based on 16 hours per term	Per Term based on 16 hours per term	Multiply by 2 unless the fee is a flat fee or a one term only charge	Maximum charge for a two term regular school year (32 hours)
Tuition (In-district, in-state only)	\$ <input type="text"/>		\$ <input type="text"/>
Mandatory fees Transferred from Step 2	\$ 0.00		\$ 0.00
TOTAL TUITION AND MANDATORY FEES	\$ 0.00	<input type="button" value="Calculate"/> <input type="button" value="Next"/>	\$ 0.00

Dates

Year: 2023-2024 [Go] Regular School Year Start Date: [] - End Date: []

Upload Refund Policy

MAP [Go] IVG [] ING [] MTI [] 2023-2024

MAP CODE

010 [Go]

- 1 Academic Year Term Dates
- 2 Mandatory Fees
- 3 Tuition Charges
- 4 Room & Board

5 On Campus Only Mandatory Fees

A single cost of living allowance, estimated at \$5,020.00, will be part of the start-up formula for the Monetary Award Program. Actual room and board costs are not used as part of award processing. However, an average of the room and board costs by sector are used for various purposes to characterize the cost of attendance at Illinois schools.

If dormitory facilities are available for more than 20% of the school's students, indicate the combined average Room and Board Rate for the Regular School Year based on full occupancy.

Combined Avg Room & Board Rate

\$ 0.00

Certify

Budget for this school is not certified. [Certify]

Term Type Code

Semester [v]

Credit Hour Factor

1.00 [v]

Status

Approved Cents

Daily Record Count Threshold

4000

Debit Amount

\$0.00

Term Details

[View History]

[Save]



MAP Advising Data



MAP Advising Data Collection

Each spring, ISAC collects MAP Advising data from MAP-approved colleges

Schools are required to provide the following information about their MAP recipients:

- Available advising and support programs

- Retention, completion and graduation rate data

To help simplify the collection process, ISAC obtains some data from other sources, including the National Student Clearinghouse and the Illinois Community College Board (ICCB), which reduces the number of data elements that institutions must provide.

A User Guide is available to help complete the process



School: MAP Advising Data Collection

ISAC is required to ensure that schools are fulfilling their obligations with regard to providing advising to their students.

School: MAP Advising Data Collection

ISAC is required to ensure that schools are fulfilling their obligations with regard to providing advising to their students.

Please answer the following three questions:

- Does your school make academic advising available for all students?
 - Yes
 - No
- Does your school require mandatory advising for first-year students?
 - Yes
 - No
- Does your school require mandatory advising for students who are part of an at-risk population identified at your school?
 - Yes
 - No

Please supply data for the following forms:

Freshman/First-Year Academic Advising Activities General Academic Advising Activities Support Programs Offered MAP Recipient Course Completion Data

Certify MAP Advising Data



The print icon will allow you to print copies of the data to review offline in preparation for the online submission process.

The data collection screens are organized into four sections and identified by the tabs that follow the introductory questions:

- **Freshman/First-Year Academic Advising Activities**
- **General Academic Advising Activities**
- **Support Programs Offered**
- **MAP Recipient Course Completion Data**



FAFSA Completion Initiative



ISAC FAFSA Completion Initiative

- To assist high school counselors with identifying students who have not yet completed a FAFSA or an Alternative Application, ISAC administers a FAFSA Completion Initiative in GAP Access
- High schools upload their class lists into GAP Access and, on a weekly basis, ISAC provides FAFSA/Alternative Application completion information back to the schools
- Completion data is based on a weekly match with the U.S. Department of Education for FAFSA records and with ISAC for Alternative Applications records
- Counselors do not see application data that is specific to each student
- When high school counselors log in to GAP Access and select the FAFSA initiative option they will see aggregate data for their entire student body, including how many students have filed their FAFSA, received a EFC, Pell eligibility and MAP eligibility
- There are no indicators regarding verification flags
- School counselors will not have access to student college choices
- EFC data is provided in ranges and not student specific

Entries displayed **10** Filter

Graduation Year	Class Size	Filed FAFSA	Filed, has EFC	Filed, no EFC	Pell Elig	MAP Elig	Total Opt Out
2022 Students College Choices EFC Range	515	321	307	14	113	85	0
2021 Students College Choices EFC Range	465	328	314	14	109	83	0
2020 Students College Choices EFC Range	503	358	348	10	138	96	0
2019 Students College Choices EFC Range	486	299	290	9	116	94	0

This is what a counselor sees at initial log in

Opt Out Waiver	Last Name	First Name	MI	DOB	FAFSA Status	Initial FAFSA Received Date	MAP Elig @1st Choice College
<input type="checkbox"/>					No FAFSA Filed		
<input type="checkbox"/>					No FAFSA Filed		
<input type="checkbox"/>					No FAFSA Filed		
<input type="checkbox"/>					Filed, has EFC	10/24/2021	

Entries displayed **10** 1-10 of 515 records

Counselors can search a specific student to see if their FAFSA has been filed

Entries displayed **10** Filter

EFC Range	Students in range	Cumulative Students
0 -0	48	48
1 -500	6	54
501 -1000	3	57
1001 -2500	13	70
2501 -5000	17	87
5001 -7500	3	90
7501 -10000	3	93
10001 -15000	5	98
15001 -25000	9	107
25001 -99999	3	110

Showing 1-10 of 10 entries

Counselors can see a range of EFC's complied for their students



File Transfer Protocol (FTP) Processing



File Transfer Protocol (FTP) Processing

- Colleges can submit payment requests by using the FTP process, which is a standard for sending files over the Internet
- Colleges create the 160-byte flat file and send this file to ISAC through the means of FTP
 - ISAC creates a directory on its FTP server for each school desiring to submit payments through FTP
- The 160-byte flat file is simply a text file, created with Notebook or Microsoft Word that has 160 columns across each row.
- Each row accounts for an individual student record
 - Every column or set of columns has a specific meaning and must be populated based on the purpose of submitting the file

FTP Processing

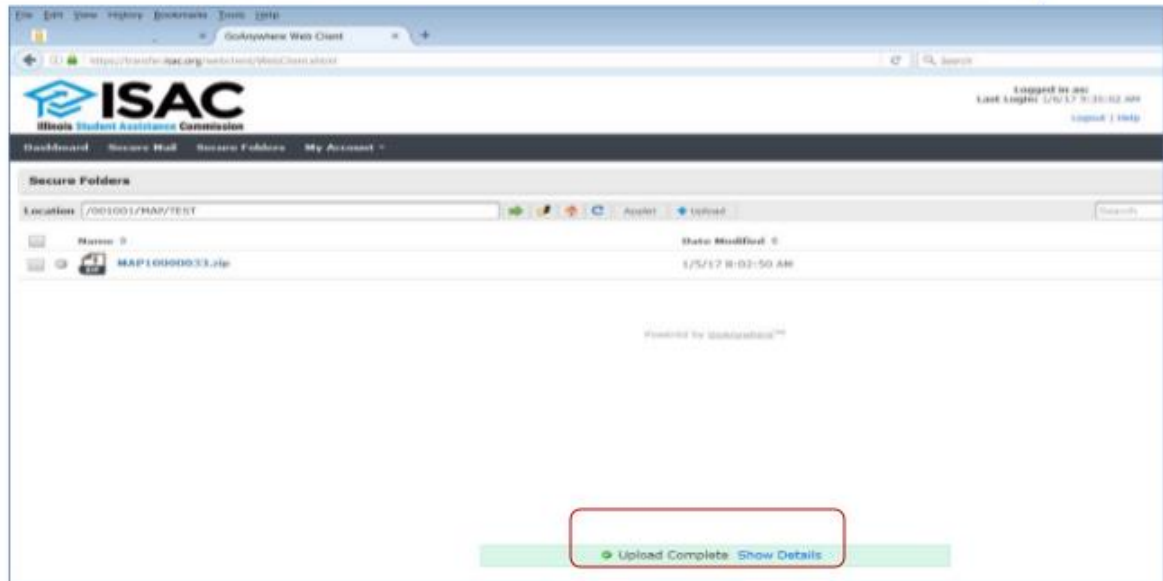
Schools that utilize ISAC's File Transfer Protocol (FTP) processes for the MAP, ING or IVG Programs through ISAC's File Transfer System (transfer.isac.org), must have GAP Access IDs and passwords to login to the secure file transfer system.

A GAP Access administrator must grant access privileges for any school users that will be using the secure transfer system.



User Name
Password

<https://transfer.isac.org/>



FTP File Layout Specifications

Home > E-Library >

Electronic Tools

This section provides information on electronic tools and specifications for loan and grant payment processing. Links to helpful software programs are also provided.

Processing ISAC Gift Assistance Programs

2023-24

- [FTP Process Using GAP Access Credentials](#)
- [2023-24 MAP 160-Byte File Layout Specifications](#)
- [2023-24 Alternative Application Student Record School File Layout](#)

2022-23

- [FTP Process Using GAP Access Credentials](#)
- [2022-23 MAP 160-Byte File Layout Specifications](#)
- [2022-23 Alternative Application Student Record School File Layout](#)
- [2022-23 ING Grant 160-Byte File Layout Specifications](#)
- [2022-23 IVG 160-Byte File Layout Specifications](#)

Partner E-Messages And Newsletters

Partner Training

Applications & Forms

Administrative Rules

The Commission

Outreach Events

Electronic Tools

Applying For Financial Aid

ISAC Transcript Exchange

Federal Information

Job Aids And Reference Materials

Press Releases And State Legislative Update

Research, Policy Analysis & Statistics

Advisory Groups

2023-24 MAP 160 Byte File Layout Specifications

OVERVIEW:

- A) ISAC will provide an Eligibility Status File (ESF) record for each student to all schools listed as a college choice on the student's Student Aid Report (SAR). The ESF records will be available daily as Record Type = 7. ESF records may be retrieved via the File Extraction option in MAP.
- B) Schools will transmit Payment Requests to ISAC via File Transfer Protocol (FTP) using the MAP 160 byte layout and identify these with Record Type = 4.
- C) When payment requests are processed, ISAC will provide payment results to schools through the MAP system. The payment results records can be retrieved in the 160 byte format using the MAP Payment Results File Extraction Option. MAP results records have a Record Type = 5. The MAP Payment Results file contains some eligibility status data elements. Also, the same student record may appear on both the Payment Results and the Eligibility Status extract files. Schools may also use the Reports option in MAP to obtain payment results.
- D) To cancel Payment Requests, the school with the current Payment Results record on ISAC's Payment Database must transmit a matching record with MAP Payment Request Code = C, with the Requested Award Amount field equal to zero and the Enrollment Hours field equal to 0 along with other required data elements. These records must be transmitted to ISAC as Record Type = 4.
- E) Summary of Data Element Changes, revision (highlighted in grey) made to the 2023-24 layout.

The ISAC Default field no longer applies and has been changed to filler.

2023-24 MAP 160 Byte File Layout Specifications

F) The following 160 byte record layout will be used for transmitting data between schools and ISAC.

Position		Field #	Data Element	Type (Length)	School to ISAC	ISAC to School	
Start	End				Payment or Cancellation Request	Elig File	Payment Results
					MAP Only	MAP	MAP
160 Byte Format							
1	3	1	Applicable MAP School Code	9(03)	X	X	X
4	4	2	Record Type	X(01)	4	7	5 / 6
5	13	3	Current SSN	9(09)	X	X	X
14	14	4	Term Enrolled	9(01)	=1, 2, or 3		=1, 2, 3
15	16	5	College Year	9(02)	24	24	24
17	17	6	Payment Request Code (valid values = P or C)	X(01)	X		X
18	23	7	Title IV School Code	X(06)	X	X	X
24	39	8	Student Last Name	X(16)	opt	X	X
40	42	9	Filler	X(03)			
43	43	10	User Defined	X(01)			
44	50	11	Requested Award Amount for Term	9(05)V99	X		X
51	51	12	ING Certified	X(01)			
52	53	13	Transaction Number	9(02)	X		X
54	54	14	Continuing Student	X(01)		X	X
55	55	15	Paid Previous Year	X(01)		X*	X
56	56	16	Filler	X(01)			
57	57	17	Payment Result Code	X(01)			X
58	64	18	Payment Results Amount Paid for Term	9(05)V99			X
65	71	19	Adjusted Amt from Previous Payment Results	S9(05)V99			X
72	73	20	Filler	X(02)			
74	81	21	Payment Results Process Date (As-of-Date)	X(08)		X	X
82	90	22	Original SSN	9(09)	X	X	X
91	92	23	Name ID	X(02)	X	X	X
93	93	24	Short-Term Certificate Program	X(01)	Opr*		X
94	94	25	MAP Suspense Flag	X(01)		X	X
95	95	26	Shutdown Flag	X(01)		X	X
96	96	27	Disqualify Flag	X(01)		X	X
97	99	28	MAP Code Paid Term 1	X(03)		X	X
100	102	29	MAP Code Paid Term 2	X(03)		X	X
103	105	30	MAP Code Paid Term 3	X(03)		X	X
106	106	31	Update Type	X(01)		X	X
107	108	32	Expanded Reject Reason Code	X(02)			X
109	110	33	Filler	X(02)			
111	120	34	Invoice Number	X(10)			X
121	123	35	MAP Paid Credit Hours	9(03)		X	X
124	128	36	Filler	X(05)			
129	132	37	Enrollment Hours	9(02)V99	X		X
133	149	38	Filler	X(17)			
150	155	39	Original Yearly Eligible Amount	9(04)V99		X	
156	156	40	Filler	X(01)		X	
157	158	41	Original Yearly Eligible Amount Transaction #	9(02)		X	
159	160	42	Filler	X(02)			

X* Fields that can change for Current Year ESF, but initiated by activity in Prior Year MAP payment.

Opt. Fields that are optional between schools.

2023-24 MAP 160 Byte File Layout Specifications

G) Definition of Data Elements:

Field types are alpha/numeric (X) for these data elements, unless otherwise indicated. Alpha/numeric fields (X) greater than one character (byte) are left justified and padded with spaces. Numeric fields (9) greater than one digit (byte) are right justified and padded with zeros. Date fields are in century-year-month-day (CCYYMMDD) format. **DO NOT use null or low-value characters.**

Field Number **Field Name and Description**

1 MAP School Code - 3 numeric characters; must be a valid MAP school code.

Schools that have valid MAP Codes other than the Base Code need to make sure that the correct applicable code is provided here for Record Type 4. The same file can have records with the different MAP codes as long as they are valid codes for the school. If a code entered here for a record is different than what is currently in GAP for that term it will update the MAP Code on the GAP record during Payment processing.

NOTE: Please be aware that there will be separate reports / invoices for each applicable valid MAP Code.

2 Record Type - 1 alpha/numeric character; contains a value as described below:

- 4 = Payment Request Records from the school.
- 5 = MAP Payment Results to the school.
- 6 = MAP Cumulative Payment Results to the school.
- 7 = Eligibility Status records to school.

3 Current SSN - 9 numeric characters; student's SSN or Unique ID.

4 Term Enrolled - 1 numeric character; contains a value described below:

- 1 = 1st Semester/Quarter
- 2 = 2nd Semester/Quarter
- 3 = 3rd Quarter

5 College Year - 2 numeric characters; 24 (for the 2023-2024 academic year)

6 MAP Payment Request Code - 1 alpha/numeric character; contains a value described below:

- P = Payment request
- C = Payment request cancellation

7 Title IV School Code - 6 alpha/numeric characters.

8 Student Last Name - 16 alpha/numeric characters; contains student's last name. This is an optional field.

9 Filler - 3 alpha/numeric character; reserved for ISAC use.

Rejected Benefit Requests

2021-22 Monetary Award Program (MAP) FTP File Failed



ISAC.SchoolServices <ISAC.SchoolServices@illinois.gov>
To

↩ Reply ↶ Reply All → Forward ⋮

i Follow up. Start by Monday, February 28, 2022. Due by Monday, February 28, 2022.
You forwarded this message on 2/28/2022 10:55 AM.
This message was sent with High importance.



The **2021-22 Monetary Award Program (MAP)** file that was recently submitted via File Transfer Protocol (FTP) has failed due to the following reason. Please resubmit your corrected file as soon as possible.

Student Chavez contains more than 160 characters

MAP Code	FTP Date	File Error
	02/18/2022	FORMAT

The 2021-22 MAP 160-Byte File Layout Specifications are available on the [Electronic Tools](#) page in the e-Library.

If you have any questions regarding this e-mail, please contact ISAC's School Services Department by calling toll free at 866.247.2172 or sending an e-mail message to isac.schoolservices@illinois.gov.

Sincerely,

School Services
Illinois Student Assistance Commission (ISAC)



Program Review Data



Program Review Data

The program review involves the exchange of confidential information, and ISAC administrative rules require all educational institutions to be responsible for implementing appropriate security procedures to protect the integrity of the data accessed, stored, transmitted or received.

The program review materials can be provided via the following:

- ISAC's GAP Access FTP (available to all institutions)

- Scanned documents via e-mail (limited number of documents due to ISAC e-mail file size limitation)

All users will need to have GAP Access IDs and passwords to login to the secure file transfer system. In addition, a GAP Access administrator must grant access privileges for anyone that will be using the secure transfer system.

Audit Folder

Files

Refresh Applet Navigate

/ (Home) > GAP > AUDIT

<input type="checkbox"/>	Name ↕	Date Modified ↕
<input type="checkbox"/> ⚙️ 📁	IN	12/7/16 5:34:27 PM
<input type="checkbox"/> ⚙️ 📁	OUT	2/23/21 10:37:14 AM

ISAC General Contact Information

School Services

866-247-2172

isac.schoolservices@illinois.gov

ISAC Call Center – Student Services

800-899-4722

isac.studentservices@illinois.gov



Partner & Training Services

Kim Eck, 217-785-7139

Kimberly.Eck@illinois.gov

Sherry Schonauer, 217-785-1937

Sherry.Schonauer@illinois.gov

Stephanie Claudio, 217-782-8742

Stephanie.Claudio@illinois.gov



Questions/Comments



Thank you for attending today!

